

INSTRUCTIONS FOR RECORDING AND CERTIFYING COMPLETION OF THE 24-HOUR TRAINING REQUIREMENT

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(FOR SUPERVISORS, MANAGERS, AND EXECUTIVES)

AUGUST 2011

Supplement to:
APHIS Directive 4315.1 Training Policy for
APHIS Supervisors, Managers, and Executives

Part I: Recording Directive 4315 Learning Activities in AgLearn

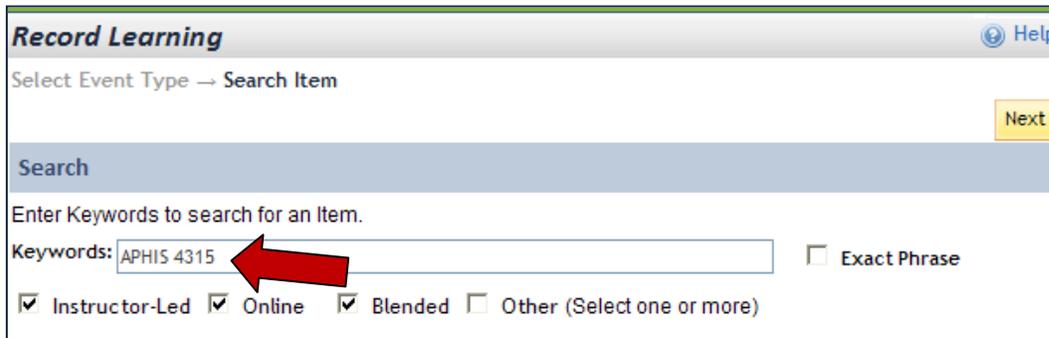
It is your responsibility to document completion of learning activities in AgLearn. Follow the steps below to record individual learning activities in AgLearn. Once you have documented 24 hours of activity, go to Part II of this document for the steps you can take to certify completion. Use Appendix I to help identify learning activities and their corresponding AgLearn Title.

NOTE: This *only* applies to items that you will need to record because they are not available in AgLearn or do **not** record automatically in AgLearn.

- **Step 1:** From the AgLearn Home Page and under Easy Links, select **Record Learning**.

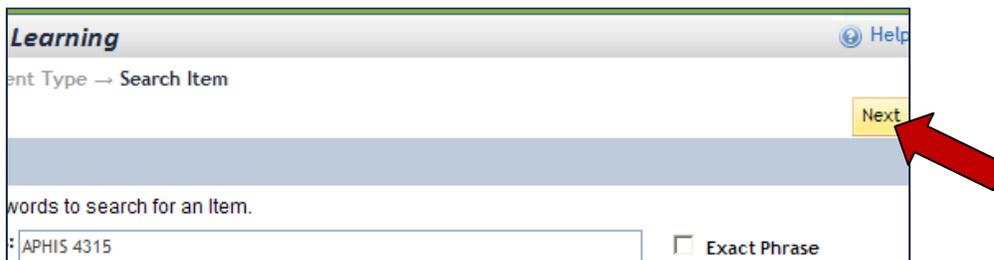


- **Step 2:** In the keywords field, enter **APHIS 4315**.



The image shows a screenshot of the 'Record Learning' form. The form has a title bar with 'Record Learning' and a 'Help' icon. Below the title bar, there is a section for 'Select Event Type → Search Item' with a 'Next' button. The main section is titled 'Search' and contains the instruction 'Enter Keywords to search for an Item.' Below this is a 'Keywords:' label followed by a text input field containing 'APHIS 4315'. To the right of the input field is an 'Exact Phrase' checkbox. Below the input field are four checkboxes: 'Instructor-Led', 'Online', 'Blended', and 'Other (Select one or more)'. A red arrow points to the 'APHIS 4315' text in the input field.

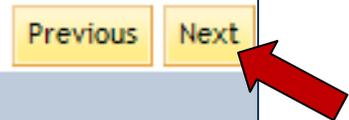
- **Step 3:** Select **Next**.



The image shows a screenshot of the 'Learning' form. The form has a title bar with 'Learning' and a 'Help' icon. Below the title bar, there is a section for 'Select Event Type → Search Item' with a 'Next' button. The main section is titled 'Search' and contains the instruction 'Enter Keywords to search for an Item.' Below this is a 'Keywords:' label followed by a text input field containing 'APHIS 4315'. To the right of the input field is an 'Exact Phrase' checkbox. A red arrow points to the 'Next' button.

- **Step 4:** Select the item to record (see Appendix I). Then select **Next**.

Select		
Title	Revision Date	Select
APHIS-4315-360 Feedback Session	7/7/2011	<input checked="" type="radio"/>
APHIS-4315-Be Coached	7/7/2011	<input type="radio"/>
APHIS-4315-Be Mentored	7/7/2011	<input type="radio"/>



- **Step 5:** Enter information in the **Instructor Field**. Enter specific information based on the completed activity. Then, using the drop down, select the **Completion Status**.

Record Learning

Select Event Type → Search Item → Select Item → Enter Learning Event Information

APHIS-4315-360 Feedback Session
Assessment APHIS-4315-360
Revision: 1 - 7/7/2011 01:17 PM America/New York
Item Description:

Enter Learning Event Information

* = Required Fields

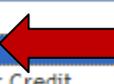
Instructor: Select

Grade:

* Completion Status: ▼

* Completion Date: 📅

* Completion Time:



- **Step 6: Enter the Completion Date, Time, Time Zone, Total Hours, and Contact Hours** (see Appendix II to determine total hours and contact hours).

Instructor:	Completed 360 Feedback Session	Select
Grade:		
* Completion Status:	Assess Complete (Assess Complete) - For Credit	▼
* Completion Date:	7/12/2011	📅
(MM/DD/YYYY)		
* Completion Time:	12:56 PM	
(hh:mm AM/PM)		
* Time Zone:	America/New York (Eastern Standard Time)	▼
Total Hours:	2	
(1000,001.01)		
Credit Hours:		
(1000,001.01)		
Contact Hours:	2	
(1000,001.01)		
CPE:		
(1000,001.01)		

- **Step 7: Select Next.**

Record Learning Help

Select Event Type → Search Item → Select Item → Enter Learning Event Information

APHIS-4315-360 Feedback Session
Assessment APHIS-4315-360
Revision: 1 - 7/7/2011 01:17 PM America/New York
Item Description:

Previous Next

Enter Learning Event Information

* = Required Fields

Instructor:	Completed 360 Feedback Session	Select
Grade:		
* Completion Status:	Assess Complete (Assess Complete) - For Credit	▼

- **Step 8: In the Comments Field, enter specific information related to the experience. Enter all the information that will help document the experience.**

Record Learning Help

Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit User Event Information

Previous Next

Edit User Event Information

User: Trujillo, Sarah G

Comments: Completed 360 Feedback Session. Developed an IDP to share with supervisor as a result of the session.

- **Step 9:** Verify the information and select **Finish**.

Record Learning Help

Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit User Event Information → **Record Learning**

APHIS-4315-360 Feedback Session
Assessment APHIS-4315-360
Revision: 1 - 7/7/2011 01:17 PM America/New York
Item Description:

[Previous](#) [Finish](#) 

Record Learning

Instructor: Completed 360 Feedback Session
Completion Date: 7/12/2011 12:56 PM America/New York
Total Hours: 2.00
Credit Hours:
Contact Hours: 2.00
CPE:

Record Learning			
User	Grade	Status	Comments
	Cost Name		Amount (1000.001.01)
Trujillo, Sarah G		Assess Complete	Completed 360 Feedback Session.Developed an IDP to share with supervisor as a result of the session.
Total: 0.00 US Dollar (USD)			

- **Step 10:** Review the success message to ensure the event was successfully recorded.

Record Learning

Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit User Event Information

Success

Status:

- The learning event has been successfully recorded.
- You can go to the [Completed Work](#) page to print out the Completion Certificate if this event provides credit for the item.

Part II: Certifying completion From YOUR AgLearn TO DO LIST

You **MUST** complete the certification for the course to be marked **COMPLETE**. Users should complete the certification only when the 24-hour requirement has been met. For agency reporting purposes, an Item Completion report will be used to provide results to the APHIS Administrator and Deputies. **NOTE:** *The item number will change each fiscal year to reflect the current fiscal year.*

If the Item **APHIS-4315-FY 20XX** is listed on your **To Do List** in AgLearn, follow the steps below.

- Step 1:** Select **APHIS-4315-FY 20XX** from your AgLearn **To Do List**.



- Step 2:** Review the statement. Check the box to certify compliance and select **Submit**.



SURVEY - USDA Confirmation Survey

1. This confirms that I successfully completed the training.

1. This confirms that I successfully completed the training.

I have read and understand the statements below.

I certify that I completed 24 hours of training or development in one or more of the core leadership competencies and that these activities are contained in my Individual Development Plan for this fiscal year. By certifying completion, I have completed the annual requirement for supervisors and managers as outlined in APHIS Directive 4315.1, Training Policy for APHIS Supervisors, Managers, and Executives.

Per Departmental Regulation 3620-001, AgLearn is the official training system for USDA, and the source of all data for audits, mandatory training completions, and records examinations relating to personnel actions. All data contained in AgLearn is subject to examination by the USDA Inspector General and/or the Office of Personnel Management without notice at any time. False claims of completed training submitted by employees using AgLearn as recorded in their Learning History file, if substantiated, may be used to support disciplinary or other administrative action.

Step 3: Select Completed Work to check your completion.

Online Content Structure Help

APHIS-4315-FY 2011
 Web Based APHIS-4315-Cert1
 Revision: 6/24/2011 02:27 PM America/New York

Do not close this page or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

Launch Again
| My IDP | Home | **Completed Work** |



Step 4: The item will be the first item listed in the Completed Work section.

Completed Work Competency History

Title	Status	Completion Date *
APHIS-4315-FY 2011	Web Based Complete	7/26/2011 02:37 PM
Managing Workforce Generations: Introduction to Cross-gener...	Web Based Complete	7/18/2011 03:34 PM
APHIS-ADR - Civil Rights Training 2011	Web Based Complete	7/18/2011 03:14 PM

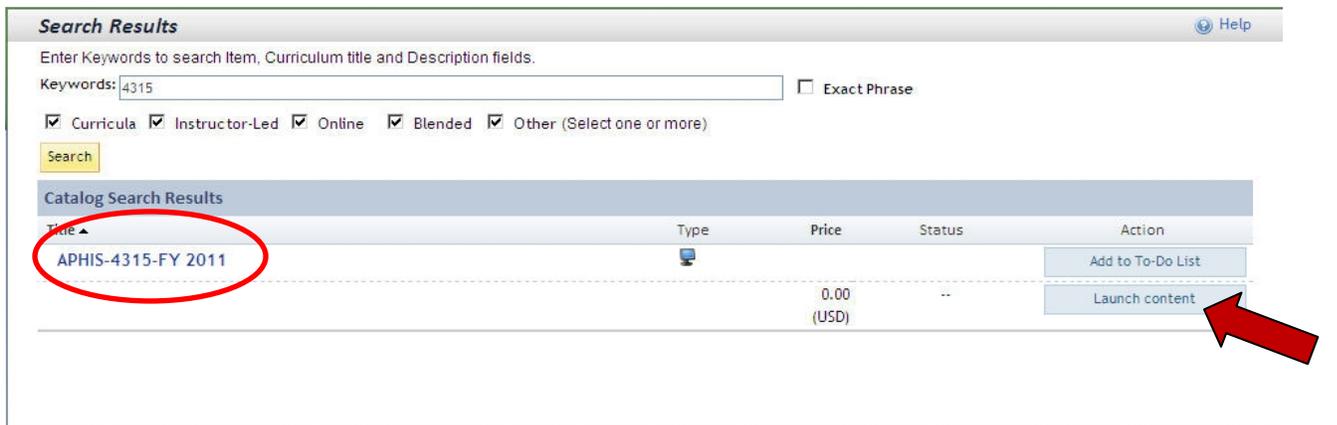
Part III: Certifying completion From the AgLearn Catalog

If the Item **APHIS-4315-FY 20XX** is **not** listed on your **To Do List** in AgLearn, follow the steps below.

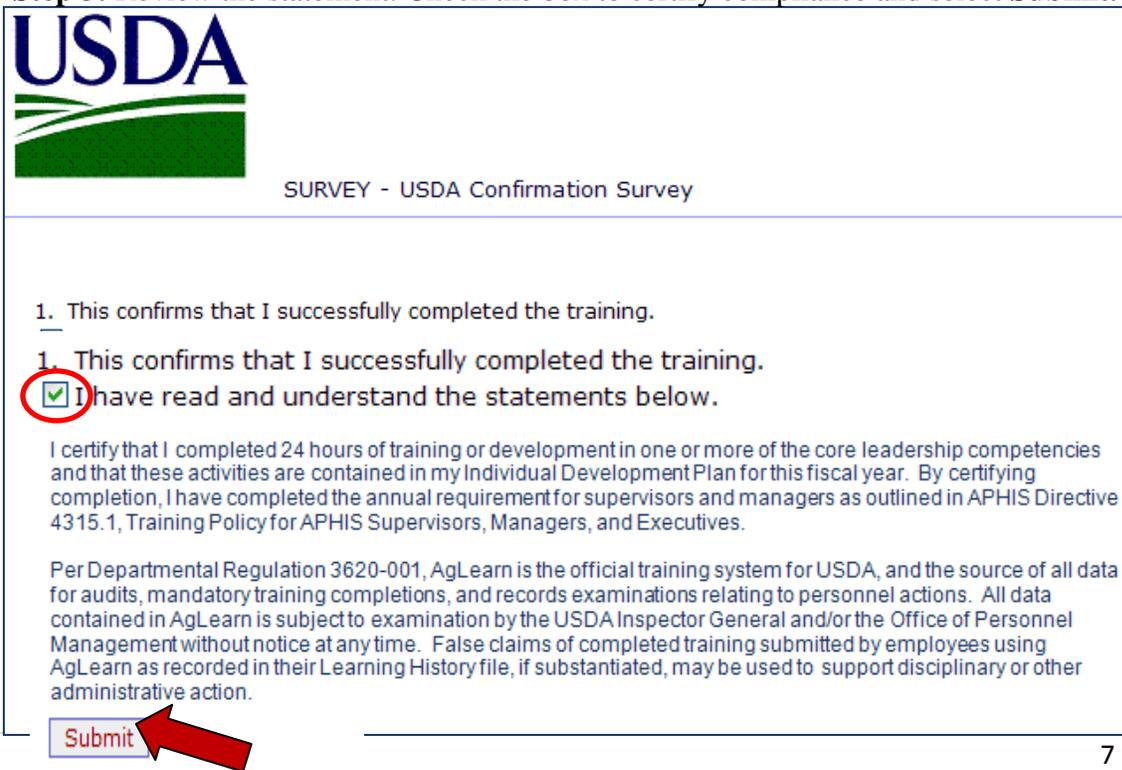
- Step 1:** In the Search Catalog field, enter **APHIS 4315** and hit **Enter** on your keyboard.



- Step 2:** Find the item titled **APHIS-4315-FY 20XX** and select **Launch Content**.



- Step 3:** Review the statement. Check the box to certify compliance and select **Submit**.



Step 4: Select Completed Work to check your completion.

Online Content Structure Help

APHIS-4315-FY 2011
Web Based APHIS-4315-Cert1
Revision: 6/24/2011 02:27 PM America/New York

Do not close this page or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

[Launch Again](#)

| [My IDP](#) | [Home](#) | [Completed Work](#)



Step 5: The item will be the first item listed in the Completed Work section.

Completed Work Competency History

Title	Status	Completion Date *	1▼
 APHIS-4315-FY 2011	Web Based Complete	7/26/2011 02:37 PM	
 Managing Workforce Generation and Production to Cross-gener...	Web Based Complete	7/18/2011 03:34 PM	
 APHIS-ADR - Civil Rights Training 2011	Web Based Complete	7/18/2011 03:14 PM	



APPENDIX I: LEARNING ACTIVITY AND CORRESPONDING AGLEARN TITLES

LEARNING ACTIVITY	AGLEARN ITEM TITLE
1. Attend college/university class	APHIS-4315-College Course
2. Take a self-study course	APHIS-4315-Self-Study Course
3. Attend a seminar	APHIS-4315-Seminar
4. Attend a workshop	APHIS-4315-Workshop
5. Take on-line training course	APHIS-4315-On-line Course
6. Attend a webinar or participate in other web-based learning	APHIS-4315-Webinar
7. Attend a meeting or conference via video conferencing (VTC)	APHIS-4315-VTC
8. Attend a conference or professional meeting	APHIS-4315-Conference/Meeting
9. Serve as a mentor for 6 months	APHIS-4315-Serve as Mentor
10. Serve as a coach for 6 months	APHIS-4315-Serve as Coach
11. Be coached	APHIS-4315-Be Coached
12. Work with a mentor	APHIS-4315-Be Mentored
13. Participate in a developmental assignment	APHIS-4315-Developmental assignment
14. Actively participate in a community group/association that involves using leadership competencies	APHIS-4315-Community Group
15. Read or listen to books	APHIS-4315-Book
16. Read or listen to publications (e.g., magazines, journals, online publications)	APHIS-4315-Publication
17. Participate as a presenter in panels, seminars, webinars, etc., in support of leadership development	APHIS-4315-Serve on Panel
18. Serve as a sponsor for an Action Learning Project (ALP) in a leadership development program	APHIS-4315-Sponsor ALP
19. Lead or sponsor a process improvement effort	APHIS-4315-Process Improvement
20. Conduct informational interviews to learn more about leadership issues and skills	APHIS-4315-Conduct Info Interview
21. Participate in a detail assignment	APHIS-4315-Detail
22. Participate in a shadow assignment	APHIS-4315-Shadow Assignment
23. Lead or participate on a task force	APHIS-4315-Task Force
24. View or listen to DVD/video/other electronic media	APHIS-4315-Video/DVD/CD
25. Participate in a developmental feedback session related to the APHIS 360 Assessment	APHIS-4315-360 Feedback Session
26. Develop a job aid to learn how to carry out an activity in your work (note: this relates to the competency, Technical Credibility)	APHIS-4315-Job Aid Development
27. Participate in structured, on-the-job training (OJT)	APHIS-4315-On the Job Training
28. Toastmasters	APHIS-4315-Toastmasters
29. Other	APHIS-4315-Other

APPENDIX II: CREDITABLE HOURS CONVERSION PER ACTIVITY

LEARNING ACTIVITY	CREDITABLE HOURS
University Course	1:1 ratio
Coaching or Mentoring	1 hour = 1 credit hour
On-line course	
Podcast/Video/DVD	
Active Participation	
Detail/Shadow Assignment	1 day = 6 hours
Management Leadership Journal	16 hours = 1 year of reviewing articles
Book or AudioBook	Fewer than 400 pages = 4 hours 400 pages or more = 8 hours

For questions, contact:

USDA-APHIS-MRPBS-Training and Development Branch

Tdb_aglearn@aphis.usda.gov

Subject line: APHIS 4315